



Dear WSRC/BSRI Savings and Investment Plan Participant:

Beginning June 4, 2002, you'll be able to connect to the WSRC/BSRI Savings and Investment Plan (SIP) via the new *Your Benefits Resources™* Web site and a new voice response system. The enclosed brochure tells you how. In addition, the new SIP Service Center will be a toll-free call away if you need assistance.

Please note the blackout period that's described in the brochure. You won't have access to your account during this time.

Plan Enhancements

Also beginning June 4, you'll be able to save even more for your future in the plan:

- The IRS before-tax contribution limit for 2002 has increased from \$10,500 to \$11,000.
- If you're age 50 or older (or if you'll turn 50 anytime during the calendar year) and you're on track to reach the IRS contribution limit (\$11,000) or the plan limit (16% of compensation), you can contribute up to an additional \$1,000 in before-tax "catch-up" contributions to the plan. To do so, visit *Your Benefits Resources* or use the voice response system as soon as possible on or after June 4 to elect your catch-up contribution rate. Contributions elected through June 18 will be effective with the July payroll. Please note that catch-up contributions will not be matched.

Additional changes to the SIP taking effect on June 4 include the following:

- Loans, withdrawals, and distributions will now be processed on a daily, rather than weekly, basis. You'll be able to request that withdrawals and distributions be deposited directly into your bank account. **Note:** You'll no longer receive a confirmation number when you make your request.
- You'll be able to cancel fund reallocations, loans, withdrawals, and distribution requests until the market closes. (Previously, confirmed requests couldn't be cancelled.)
- You'll be able to request a contribution rate change until 11:59 p.m. Eastern time on the 18th of each month or the last business day prior to the 18th if it falls on a weekend or holiday. (The previous cutoff time was 4:00 p.m. Eastern time.)

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- In the past, employees with less than five years of service would be suspended from receiving company matching contributions for six months if they took withdrawals from matched before-tax, matched after-tax, or company matching contributions and from earnings that were in their account for less than 24 months. Now, employees can withdraw earnings from their matched before-tax, matched after-tax, or company matching accounts without being suspended from receiving company matching contributions.
- Your Benefits Resources offers a secure participant mailbox that will allow you to receive certain forms electronically.
- You'll be able to request withdrawals and distributions via the Web site.
- You can use the Web site to monitor year-to-date rates of return on individual funds and across all funds. In addition, you can see your rate of return based on your own account's performance. You can also monitor the performance of your account within a certain date range.
- If you need to change your mailing address temporarily, you can add an alternate address to your account and have your mail sent there for a period of time. If you have terminated or retired from the company, you can change your permanent address through *Your Benefits Resources*.
- The Web site can be accessed from any computer that has an Internet browser with at least 40-bit encryption. The browser can have a larger encryption (such as 128-bit), but the Web site will not require a higher level than 40-bit encryption.
- Up to five invalid log-in attempts to the Web site will be allowed. After five invalid attempts, you'll be locked out of your account. To regain access, you'll need to contact a SIP Service Center Representative.

Mark Your Calendar for the Following Blackout Period

While the SIP accounts are being moved from the current administrator to Hewitt, there will be cutoff dates for transition requests. On June 4, all transaction requests will be available again through Hewitt. Please note the following cutoff dates:

April 30

- New direct deposit requests for installments
- Form requests (for example, Hardship Form)

May 2

- Rollovers into the plan

May 3

- Balance transfers to beneficiaries or alternate payees

May 17

- Enrollments, contribution rate changes
- Withdrawals, loans, lump-sum distributions, initial installments
- Internet password sign-up

May 31

- Fund reallocations
- Investment election changes
- Internet password and PIN code changes

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- If you need help using *Your Benefits Resources* or the voice response system, SIP Service Center Representatives are just a toll-free call away. To reach a representative, call the voice response system at **1-800-360-2747**. The new hours for the SIP Service Center will be 9:00 a.m. to 5:00 p.m. Eastern time (changed from 8:00 a.m. to 5:00 p.m. Eastern time), Monday through Friday.
- In the past, you used a four-digit Personal Identification Number (PIN) to access the voice response system and a different password to log on to the Web. Now, only one password will be used to access both *Your Benefits Resources* and the voice response system. Your old voice response system PIN will also serve as your new password for *Your Benefits Resources*. The old password that you previously used to log on to the old benefits Web site is no longer functional.
- If you've lost or forgotten your PIN, you must use *Your Benefits Resources* or the voice response system to request a new one. You'll receive a temporary password in the mail within seven business days.

Remember to keep the enclosed brochure to refer to on June 4 when the new Web site, voice response system, and SIP Service Center become available. **Also, insert a copy of this letter into your SIP Handbook for future reference.**